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Mrs. Schimmeck

Intermediate Composition: Block F

14 March 2011

Int. Comp. Midterm Study Guide

**Unit One:**

**Rules for Formal Writing**

* No contractions (couldn’t, would’ve)
* No abbreviations (SSA, NFL)
* No colloquialisms – informal, conversational language, slang (ya’ll, like, kinda)
* Avoid the passive voice
* Only limited use of linking verbs (is, are, am).
* No first or second person (No “I” or “you”).
* No fragments or run-on sentences
* When writing about literature, use the present tense (exists, reads, listens NOT existed, read, listened).
* Vary sentence structure and word choice (no repetition).
* Do not begin sentences with conjunctions (And I want to go, too.)
* Do not end sentences with prepositions (I’ve been there before.).
* Titles of books, magazines, newspapers, plays, epic poems, and encyclopedias are *italicized* (*The Elements of Writing* textbook, *The St. Tammany Farmer* newspaper).
* Titles of unpublished works are never underlined or in quotation marks (example: your school essays and papers).
* Titles of chapters, articles, essays, short stories, and poems are in quotation marks (“Understanding Composition Structure, “The Three Blind Mice”).
* Spell out numbers that can be written in one or two words (for example: one hundred, thirty-six, ninety-nine, thirteen)

**The Writing Process**

### 1. Pre-Writing – brainstorm ideas

* Jot List
* Clustering/Mapping
* Graphic Organizers
* Free Writing
* Drawing a Picture

2. Drafting – Get it down on paper

* Pick your best idea(s) and start writing.
* Do not unduly worry about correctness.
* This is a draft – that means *unfinished*.
* The time to edit is not now – that comes later. Just get your ideas down.

3. Revising – read, reread, and reread again

* Read your finished draft – focus on content and organization.
* Is this the BEST way to say what you want to say? Does it accomplish your purpose? Will your audience have any questions?

Use these Techniques for Revising:

* Addition – can you add anything to make your essay better?
* Deletion – does anything need to come out?
* Transposition – does anything need to be re-arranged?
* Refocusing – do you need to change a word or phrase to something more concise?
* Polishing/Refining – re-read and make any last-minute changes you may have overlooked?

4. Editing (Proof reading)

* Pay attention to Conventions. (Capitalization, Punctuation, Spelling, Grammar/Usage)
* Use the dictionary for words you’re unsure how to spell.
* DO NOT RELY SOLELY ON SPELLCHECK! This should only be used as a tool to help you catch mistakes.

5. Evaluating

* Two types:

Self-evaluation and peer evaluation

* + Self-evaluation – looking at your own writing and checking for improvement

Read your paper several times, and concentrate on: 1. Content (what you say), 2. Organization (how you have arranged your ideas), and 3. Style (How you’ve used words and sentences).

* + Peer-evaluation – Getting an editor or editors to look at your writing and check for improvement. (A peer-evaluation group reads and comments on each other’s papers; the group may have between two and five members.)

Guidelines for the Writer: 1. Tell the evaluator what bothers you about your paper; point out anything that has caused you difficulty, and 2. Don’t be defensive; the evaluator is there to help.

* Guidelines for the Peer Evaluator:

1. Tell the writer what is right and what is wrong,

2. Make suggestions for improvement,

3. Concentrate on content and organization; keep an eye out for spelling and punctuation errors, too

4. Be sensitive to the writer’s feelings -- offer solutions, not criticism.

6. Publishing

* Write a final, neat copy or type a final neat copy in correct MLA format.
* Illustrate and display the writing.
* Share your writing with an audience

**Components of a Five Paragraph Essay**

1. Introduction Paragraph
2. Attention Getter
3. Narrow Focus
4. Thesis
5. Body Paragraph 1
6. Topic Sentence: Point 1 of Thesis
7. Supporting Details
8. Transition
9. Body Paragraph 2
10. Topic Sentence: Point 2 of Thesis
11. Supporting details
12. Transition
13. Body Paragraph 3
14. Topic Sentence: Point 3 of Thesis
15. Supporting Details
16. Concluding Sentence
17. Concluding Paragraph
18. Restatement of Thesis
19. Broadening Sentences
20. Clincher/Projection Sentence

**Unit Two:**

**6+1 Traits**

**Basic MLA format**

-12 point font

-Times New Roman

-Double space the entire paper

-Header

-Heading

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**Linking Verbs:**

Am, is, are, was, were, have, has, had, do, does, be, being, been